



Master of Physician Assistant Studies

Academic Performance, Progression, & Remediation Policy

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- **Last Evaluated:** July 2019
- **Responsible Party:** Academic Director
- **Minimum Review Frequency:** Annual
- **Approving Body:** Student Advancement & Professionalism Committee

Background and Purpose

The purpose of this policy is to provide clear expectations on requirements and procedures related to academic performance, student progression, and remediation.

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Policy Statement

Academic Performance Overview

1. Students are expected to attend classroom lectures, course activities, and laboratory sessions as outlined in the Student Attendance and Participation Policy.
2. Students must earn a grade of 80% (B) or better on each course examination and skills assessment. A grade of < 80% is considered failure of that examination or assessment.

3. The failure of any course examination or skills assessment requires that the student meet with his or her faculty advisor as soon as possible to discuss academic concerns and any other issue(s) that could have contributed to the failure.
4. Students must earn a final course grade of 80% (B) or better in each didactic and clinical course. A final course grade of < 80% is considered a course failure.
5. Students must maintain a 3.0 cumulative GPA.
6. Failure to comply with any of the above requirements results in remediation and/or adverse action (See Adverse Actions section).

Requirements for Progression

Didactic Phase

1. Students must follow the MPAS curriculum outline. Due to the sequential nature of the didactic curriculum, students must successfully pass all courses with an 80% (B) or better before becoming eligible to take courses in the subsequent semester.
2. At the conclusion of each semester, students must be recommended for progression to the next semester by the Student Advancement and Professionalism Committee (SAPC). The following criteria are used by the SAPC as the basis for promotion:
 - a. Achievement of a passing grade of 80% (B) or better in all courses.
 - b. Successful completion of course remediation activities (if applicable).
 - c. Fulfillment of all requirements for each didactic course as established in course syllabi.
 - d. Demonstration of program defined professionalism expectations (see Professional Standards policy).
3. Promotion from the didactic to the clinical phase requires the student's mastery of essential competencies, academic performance, as well as readiness to assume a professional role.
4. The SAPC makes recommendations on the promotion of each student to the clinical phase based upon academic performance as well as professional growth and development. If a student fails to demonstrate an attitude of professionalism, then the SAPC may recommend the student for remediation, professionalism probation, or dismissal from the program (See Professional Standards Policy).

Clinical Phase

1. Students must complete the 12 required clinical rotation courses as scheduled by the Director of Clinical Education (DCE). Students must pass all clinical rotation courses with a grade of 80% (B) or better.
2. Students must complete the Seminar course and all the components therein, including the Capstone Project and Comprehensive Summative examination with a passing grade of 80% (B) or better.
3. At the conclusion of each semester, students must be recommended for progression to the next semester by the Student Advancement and Professionalism Committee (SAPC). The following criteria are used by the SAPC as the basis for promotion:
 - a. Achievement of a passing grade of 80% (B) or better in all clinical courses.
 - b. Successful completion of course remediation activities (if applicable).
 - c. Fulfillment of all requirements for each clinical rotation course as established in course syllabi.

- d. Demonstration of program defined professionalism expectations (see Professional Standards policy).
4. The SAPC makes a recommendation on the promotion of each student from the clinical phase to graduation based upon academic performance in clinical rotation courses and the comprehensive evaluation of each student. This comprehensive evaluation includes but is not limited to: student performance on the Comprehensive Summative Examination, Preceptor Evaluations, and Professionalism Evaluations. If the student fails to demonstrate an attitude of professionalism (see Professional Standards policy) or competence in assuming patient care responsibilities, then the SAPC may recommend the student for remediation, deceleration, or dismissal from the program.

Requirements for Graduation

The University and MPAS program review all student records prior to graduation. All University and MPAS program requirements must be met and any outstanding financial balances paid prior to awarding of a diploma. The SAPC certifies that students have satisfactorily completed all program requirements and makes the recommendation for graduation. Students who do not graduate are ineligible to take the Physician Assistant National Certifying Examination (PANCE).

To be eligible for graduation, students must meet all of the following:

- Successful completion of all required coursework (didactic and clinical) with a grade of 80% (B) or better in each course and a minimum cumulative GPA of 3.0.
- Successful completion of all components of the MPAS Comprehensive Summative Examination with a passing grade of 80% (B) or better.
- Successful completion of all remediation activities (if applicable) and correction of any academic deficiencies or unsatisfactory performance as noted in an Academic Warning or Academic Probation. **A student on Academic Probation is not eligible to graduate until all deficiencies have been corrected.**
- Demonstration of achievement of all Program Learning Outcomes.
- Successful completion of the MPAS Capstone project with a passing grade of 80% (B) or better.
- Compliance with MPAS standards and guidelines for professional and ethical conduct (see Professional Standards policy).
- Submission of application for graduation per University guidelines and timeline.
- Compliance with all Florida Gulf Coast University Graduate Student requirements for graduation.

Applying to Graduate

Students must apply for graduation with the University.

1. An application to graduate must be completed and submitted on Gulfline. Students should refer to the academic calendar for specific deadline information. **All students eligible to graduate must complete an application to graduate regardless of whether they choose to participate in commencement.**
2. The application is used to prepare the graduate's diploma, initiates the process of verifying degree requirements, and ensures that commencement information is sent to the student.
3. All applicable fees for graduation must be paid at the time of application.

4. Commencement exercises for the program are held in December.
5. For complete information, please visit: <http://www2.fgcu.edu/graduation/>.

Upon successful completion of all program and graduation requirements, the University will award the Master of Physician Assistant Studies degree.

Remediation

Exam Remediation

1. Didactic Phase Exam Remediation
 - a. Students who receive a grade of less than 80% on a didactic examination are required to complete exam remediation.
 - b. Students who receive a **grade of 70% to 79%** on a didactic exam are required to review the exam with the course director and identify areas of weakness in content knowledge, test taking skills, and/or study approach and develop a remediation plan.
 - i. Remediation is focused and based on the student's areas of weakness. Students are given a timeline for completion of remediation.
 - ii. Successful completion of remediation is required, but the original earned exam grade will stand.
 - c. Students who receive a **grade of less than 70%** on a didactic exam are required to meet with the course director to review the exam and develop a remediation plan that includes comprehensive reassessment. Students who fail to achieve a 70% on an examination lack the general content knowledge required to demonstrate competency of that subject matter.
 - i. Remediation is comprehensive of the subject matter covered for that examination. After a period of study agreed upon by the student and course director, the student will take an exam similar to the original failed assessment.
 - ii. Upon successful completion of remediation examination, with a score \geq 80%, the original score will be replaced with the remediated score of 70%.
 - d. Students are allowed a maximum of 2 attempts to remediate an individual exam.
 - e. Failure to successfully remediate an examination after 2 attempts results in the following:
 - i. The original failed exam score calculated as part of the final course grade.
 - ii. Referral to the SAPC for review and recommendation that includes at a minimum Academic Probation with further remediation and/or course failure.
 - iii. SAPC recommendations are based upon the student's overall course performance, number of other failed assessments in that semester, and prior adverse actions (i.e. previous Academic Warning and Probations).
 - iv. Students who are required to complete further remediation must do so outside of the regular course schedule and must successfully complete remediation prior to progression to the next semester.

- v. **Students requiring additional remediation should expect to forfeit the scheduled break time between semesters and remain on campus to complete remediation.**

2. Clinical Phase Exam Remediation
 - a. Students who receive a **grade less than 80%** on a clinical end of rotation (EOR) examination are required to meet with the DCE to review the exam and develop a remediation plan that includes comprehensive reassessment. After a period of study agreed upon by the student and DCE, the student will take an exam similar to the original failed assessment.
 - i. Upon successful completion of remediation examination, with a score \geq 80%, the original score will be replaced with the remediated score of 80%.
 - b. Failure to successfully remediate a clinical EOR exam after 2 attempts results in:
 - i. Course failure for the rotation and a grade of F recorded on the academic transcript
 - ii. Referral to the SAPC for further review and recommendation that includes, at a minimum, Academic Probation with deceleration and repeat of the rotation. The SAPC may recommend dismissal from the program.
 - iii. SAPC recommendations are based on the student's overall program performance, prior adverse actions (i.e. previous Academic Warning and Probations), and number of previous course remediation and/or failures.
3. Students who fail 2 didactic exams, to include original and remediation exams, in one semester will be given an Academic Warning.
4. Students who fail subsequent exams, to include original and remediation exams, in the same semester after an Academic Warning will be referred to the SAPC for review and recommendation that includes Academic Probation, and possible remediation, and/or course failure.
5. As each examination is analyzed for exam item validity, students are not permitted to challenge examination questions for a grade change.

Skills Assessment Remediation

1. Students who receive a grade lower than 80% or fail to demonstrate competence in any required skill or procedure are required to remediate that skill or procedure.
2. Students who receive a **grade of 70% to 79%** on a skill or procedure assessment are required to review the assessment with the course director and identify areas of weakness in content knowledge and develop a remediation plan.
 - a. Remediation is focused and based on the student's areas of weakness.
 - b. Students are given a timeline for completion of remediation.
 - c. Successful completion of remediation is required, but the original earned assessment exam grade will stand.
3. Students who receive a **grade of less than 70%** on a skill or procedure assessment are required to meet with the course director to review the assessment and develop a remediation plan that includes comprehensive reassessment. Students who fail to achieve a 70% on an examination lack the general content knowledge required to demonstrate competency of that subject matter.

- a. Remediation is comprehensive of the subject matter covered for that examination. After a period of study agreed upon by the student and course director, the student will take an exam similar to the original failed assessment.
 - b. Once remediation is successfully completed, the original score will be replaced with the remediated score of 70%.
4. A maximum of 2 attempts at remediation can occur. If a student is still unable to achieve a passing score, then the student will be referred to the SAPC for review and further recommendation that includes academic probation, further remediation, and/or course failure.

Course Remediation

1. Students who receive a final course **grade of less than 80%** in a didactic course are required to undergo formal course remediation.
 - a. Students requiring course remediation will be referred to the SAPC for recommendation of a formal remediation plan.
 - b. The plan will be developed in collaboration with the course director and student and carried out with the supervision of the course director and/or faculty with the appropriate content expertise.
2. Course remediation will occur after the regular course schedule. Students must successfully complete remediation prior to progression to the next semester.
 - a. **Students should expect to forfeit the scheduled break time between semesters and remain on campus to complete course remediation.**
3. For remediation to be considered complete, students must demonstrate competence by achieving a grade of 80% or better on a final course comprehensive exam, Objective Standardized Clinical Examination (OSCE), and/or assignments similar to those that were used to evaluate the course.
4. The maximum grade allowed in the course is 80% if remediation is necessary.
5. Student requiring course remediation will be placed on Academic Probation.
6. Students are allowed a maximum of 2 attempts to successfully remediate an individual course.
7. If a student does not successfully complete course remediation, they will receive a course grade of F, and will be dismissed from the program.
8. Students are allowed to remediate up to 2 courses throughout the duration of the program.
 - a. Students requiring a third attempt at course remediation will be dismissed from the program.
9. Course remediation is not allowed during the clinical phase.
 - a. Failure to obtain a final course grade of $\geq 80\%$ or failure to successfully remediate any rotation assessment results in course failure and referral to the SAPC.
 - b. SAPC will evaluate for further review and recommendation that includes, at a minimum, Academic Probation with deceleration and repeat of the rotation, and possible dismissal from the program.

Other Areas of Concern

Although a student may have passing grades in all courses, their record shows a pattern of concern. The SAPC may recommend that student be given a written academic warning, placed on a remediation plan, or placed on academic probation.

Student conduct that may indicate a pattern of concern includes:

- Consistent marginal passing scores/grades
- Marginal performance on skills assessments
- Receiving a grade of <80% on any section of the Preceptor Evaluation of Student
- Failure to adhere to professional standards

Corrective Action Contract

When a student is required to complete exam or course remediation, or when a student's performance is evaluated as deficient and a remediation plan is recommended, the student will be provided with a *Corrective Action Contract*.

- The contract sets forth problems to be solved, actions to be taken to solve said problems, and a time period for completion of designated actions and re- evaluation of student performance.
- Consequences for non-performance also will be included in the contract.
- If a student fails to fulfill the contract, or while working on the contract some serious impropriety or failing academic performance occurs, the student will be referred to the SAPC for further review and recommendation that may include deceleration and/or dismissal.

Adverse Actions

Academic Warning

An academic warning is a written notification provided to students as a result of unsatisfactory academic performance. Students who receive an academic warning are required to meet with their faculty advisor and develop a plan for improvement. The academic warning is not part of the student's permanent University transcript.

Academic Warnings occur in, but are not limited to, the following:

- Failure of 2 examinations, to include original and remediated exam attempts, in a single semester.
- Receiving a skills assessment grade of <80% in a course resulting in skills remediation.
- Consistent marginal passing scores/grades.

Students who repeat or fail to correct the deficiency noted in the Academic Warning or continue a pattern of unsatisfactory academic performance will be referred to the SAPC for review and recommendation to include further remediation and/or academic probation.

Academic Probation

Academic Probation is a designation for students who fail to demonstrate satisfactory academic improvement after an academic warning. Students receiving Academic Probation will meet with the SAPC to develop a plan for improvement. Academic Probation is recorded on the student's permanent University transcript.

Academic Probation occurs in, but is not limited to, the following:

- Receiving a final course grade of <80% requiring course remediation.
- Failure of 3 examinations, to include original and remediated exam attempts, in a single semester.

- Failure to successfully remediate any course examination
- Failure to successfully remediate any skills assessment
- Failure to correct any academic deficiencies identified on a previous Academic Warning.

In order to return to good standing following placement on Academic Probation, students must refrain from further demonstration of any of the above academic deficiencies during the probationary semester and prove competence in the deficiency triggering Academic Probation by successful completion of the improvement plan recommended by the SAPC. Students on Academic Probation will not be granted promotion from the didactic to the clinical phase or from the clinical phase to graduation until all the conditions of academic probation have been met and all deficiencies identified on the improvement plan have been corrected.

Students who repeat or fail to correct the deficiency that resulted in Academic Probation or continue a pattern of unsatisfactory academic performance will be referred to the SAPC for review and recommendation up to and including dismissal from the program.

Academic Probation is permitted a maximum of two occurrences during enrollment in the program. Exceeding the allowed maximum for Academic Probation results in dismissal from the program.

Professionalism Probation

See Professional Standards Policy

Deceleration

Deceleration is the loss of a student from the entering cohort, who remains matriculated in the program.

1. The MPAS program does not permit deceleration during the didactic phase of the program.
 - a. A student who fails a course(s) during the didactic phase will be dismissed and not subject to program deceleration.
2. A student who fails a clinical rotation will be placed on Academic Probation and, if recommended by the SAPC, may be allowed to decelerate and repeat the rotation.
 - a. The student would make up the failed clinical rotation at a time convenient for the program and preceptor(s) as determined by the DCE and Program Director.
 - b. Students are responsible for any additional tuition and fees caused by the failure and repeating of a clinical rotation.
 - c. Deceleration during the clinical phase of the program will delay student graduation.

Leave of Absence

A student must maintain continuous enrollment/matriculation in an approved academic Program of Study or receive written approval for a leave of absence from his/her faculty advisor and the Program Director in order to ensure consideration for readmission to the Program.

1. Under extenuating personal/family circumstances, a student may petition their faculty advisor and Program Director with a leave of absence.
2. A leave of absence is granted for no more than three consecutive semesters.
 - a. Students receiving a leave of absence will not be able to graduate with their cohort.

3. If a student cannot resume coursework after three consecutive semesters, the student forfeits his or her place in the program and re-application is necessary.
4. Failure to seek an approved leave of absence will result in dismissal from the program.
5. Students must be in good academic and professional standing to be granted a leave of absence. Students currently failing a course or on Academic Probation are not eligible for a leave of absence.

Dismissal

Academic violations that warrant immediate dismissal from the program include, but are not limited to:

- Failure to pass a didactic course.
- Failure to pass a repeated clinical rotation
- A third course remediation (including original and repeat course attempts)
- Failure to correct and/or continue to repeat deficiencies that resulted in previous placement on Academic Probation
- Academic dishonesty

Professional and Ethical violations that warrant immediate dismissal from the program include, but are not limited to:

- Positive drug test
- Alcohol intoxication and/or being under the influence of alcohol or drugs during program-related sessions
- Endangering a patient
- Inappropriate conduct with a patient
- Endangering self or others in the learning environment
- Multiple and/or significant unprofessional behaviors
- Harassment of any type, including sexual harassment
- Sexual violence
- Falsification of records
- Gross conflict of interest
- Any gross violation of the Code of Professional Conduct

In the event of a student offense for which dismissal is warranted, the Program Director will be notified. The Program Director will call a meeting of the SAPC who are tasked with reviewing the case. The SAPC may make a recommendation for the student's dismissal. Students may appeal the program dismissal as outlined in the Student Grievance Policy.

Students who are dismissed from the program are eligible to submit a new application if they wish to re-enroll. Within the application, the student may submit evidence that he or she has addressed the situation for which they were dismissed.

Withdrawal

Withdrawal from Classes

Students may not withdraw from individual courses without permission from the Program Director. For extenuating circumstances only, alternative plans for course work may be developed.

Withdrawal from Program/College

Students withdrawing from the program must submit a withdrawal letter or email to both the Program Director and the Registrar's Office, as well as complete any additional forms required for withdrawal.

Students who have withdrawn must reapply for admission with a new cohort. If the student is readmitted, the student may be required to meet new degree admission requirements outlined in the current catalog. All outstanding financial obligations must be paid in full before the student is considered for readmission.

ARC-PA Associated Standards:

A1.03e The sponsoring institution is responsible for: conferring the credential and/or academic degree which documents satisfactory completion of the educational program.

A3.17 The program must define, publish and make readily available to students upon admission academic performance and progression information to include:

- a. any required academic standards
- b. completion deadlines/requirements related to curricular components
- c. requirements for progression in and completion of the program
- e. policies and procedures for withdrawal and dismissal
- f. policies and procedures for remediation and deceleration

Next Scheduled Review Date: 7/2020

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